instructions for portable typewriter

Torpedo 18

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Torpedo 18

To open the case

Place the case on a level surface, unlock and remove lid.

To take machine from base of wooden carrying case

The typewriter is ready for use at any time, even if it is fastened to the baseplate. If, however, the machine is to be taken from the base of the case, loosen the two locks 34 and 35 (Fig. 1), lift the front of the machine up 1–2 inches, slide it back and lift off at the same time.

Fig. 1

To unlock the carriage

Pull the carriage lock 29 (Fig. 2) forward, and remove the rubber stopper between segment and ribbon fork. The machine is then ready for use.

Fig. 2

Insertion of paper

When inserting the paper, please lift the paper support 10 up and insert the paper behind the platen 12, by turning the platen knobs 18 or 30. The plexiglass holders 15 and 32 as well as the postcard holder 11 allow to insert the paper fully automatically underneath the paper bail. The movable bail rollers 14 and 3 should be placed about 15 pitches from the left and right edges of the paper. If the paper should have to be straightened, the paper release lever 16 should be pulled forward so that the paper can be moved easily.

As soon as the paper is straightened, push the paper release lever back.

Fig. 3

Ruling

If it is required to rule a pattern, this can be done by using the holes in the plexiglass with a pencil or pen. The carriage release is used for horizontal lines and the platen knob for perpendicular lines after releasing the platen with the platen release key. Perpendicular lines are drawn upwards.

Setting of margin stops

To obtain a uniform margin on the left-hand side and avoid overrunning on the right, use left-hand margin setting lever 37 and right-hand margin setting lever 36. The latter should be at least 4–6 spaces from the right-hand edge of the paper. The margin setting levers are easily accessible when the paper rest 7 is lifted. The paper guide scale 13 must always rest flush against the platen, so that flimsies and carbons cannot wrap themselves round the platen.

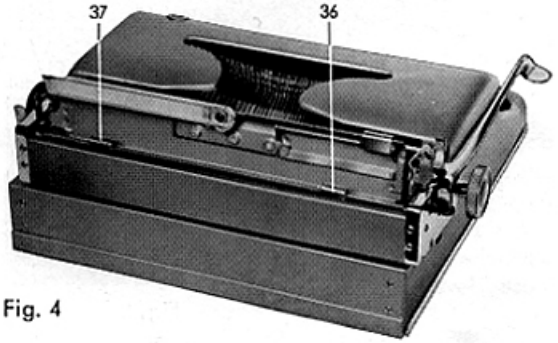


Fig. 4

Line lock and margin release

After the bell sounds, seven more letters may be typed before the end of the line. At the end of the line the keys will be automatically locked. If it is required to type a few more letters, release the keys by pressing the margin release key 21.

Paper edge guide

On the left of the paper rest 7 is the movable paper guide 5. If for several sheets the same left hand margin is used, always put the sheets against the paper guide. Thereby it is not necessary to reset the margin.

Carriage release

To speed the return of the carriage, use carriage release lever 17 or 33.

Shift lock and capital letters

Small letters and the signs on the bottom half of the keys are obtained by even striking of the keys. In order to obtain capital letters and the signs on the top half of the keys, the shift keys 22 or 25 must be pushed down, and then the required keys struck. If it is required to type only capitals, then press down the fixed shift lock key 26. Upon pressing the left hand shift lock key 25 the fixed lock will be released.

Space bar

The space bar 23 should be struck in order to obtain spaces between words and sentences.

Back space key

The back space key 20 moves the carriage one letter space backwards at each touch. This arrangement is very useful for corrections.

Line space gauge

The lineage can be put on four different line spacings by using the line space gauge lever 1. For the purpose of saving time and to obtain equal line spacing, the line space gauge is set at the required spacing and then by means of operating line space lever 31 the paper roller turns and the carriage will be moved to the right for the beginning of the line.

Paper rest scale

The paper rest is fitted with a paper holder scale 10 with a movable part 9 indicating the end of a sheet.

Platen free head and interliner

Insert paper in usual manner, pull out left hand platen knob 30 and turn round platen by means of right hand knob 18 until the required line of typing is level with the top edge of the line finder 8. Press in platen knob 30 and the writing position is fixed. A free platen might also be obtained by pressing backwards lever 2.

Typing on cards

By means of the card holder 11, it is possible to print on cards from the top edge. If it is desired to print the cards to the lower edge, it is essential that the paper bail rollers 3 and 14 lie on the card to ensure a good grip.

Ribbon

A ½ inch ribbon with a standard spool is used. Colour of ribbon can be changed or the ribbon eliminated for stencils by use of colour switch 19. For stencils, the key 19 is moved to white (middle). The ribbon is then out of action. Before typing stencils, the type must be cleaned with the type brush.

Changing of ribbon

When fitting a new ribbon, it should be noted, that with a two coloured ribbon the red is at the bottom. After the insertion of the new ribbon, the spools must be placed so that the cover plate closes properly. The ribbon winds itself on best if the type bars are raised, thereby the ribbon carrier is higher (put the ribbon colour switch 19 on red).

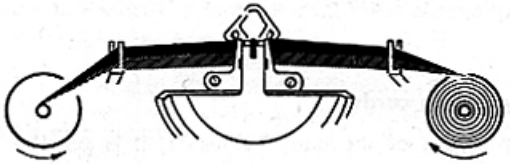


Fig. 6

Erasing

Before erasing, shift the carriage to the extreme right or left, to avoid clogging up the mechanism with eraser dust. Then return to the corrected letter space.

Replacing machine into the case

When you have finished typing and want to return the machine into its case, first fold down paper holder 10. Place the machine on its baseplate, lifting the front part of the machine. The two rear clamps fastened to the baseplate will hold the typewriter. Now put the front part of the machine down to the baseboard and close the locks 34 and 35.

This instruction refers only to the machine supplied in wooden carrying case. No securing is necessary when equipped with plastic zipper case.

Cleaning of the machine

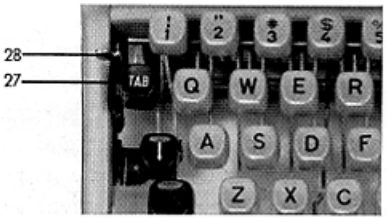
When not being used, the machine should be protected against dust and humidity by replacing the lid of the case. All accessible parts of the machine should be cleaned of dirt and rubber dust by a brush or duster. A moderate amount of typewriter oil should be put on all movable parts, but **never on the segment slots.**

If the machine needs a thorough cleaning, it should be given to a typewriter mechanic who can do this best and also at the same time oil various parts.

Tabulator

If the machine has a tabulator, then please note the following: The tabulator key 27 (Fig. 7) and the single setting and release key 28 are found on the left hand side of the keyboard. After the paper is inserted the carriage should be placed into the desired position by use of the space bar

or the carriage release lever 17 or 33. The release lever 28 is then pushed up in the direction of the arrow. Now the tabulator key is ready for use.



The release is made by pushing down the tabulator release lever 28 (directions of arrow). If it is desired to release a single stop, then tabulate on the column and release with the lever 28. The entire clearance is made by the complete clearance lever 4.

Complete Illustration of Machine

Fold out when studying the instruction book

The parts of machine numbered in diagram are described on the preceeding pages.

	on page
1 – Line spacing	6
2 – Platen release key	7
3 – Movable bail roller	3, 7
4 – Tabulator clearance key	10
5 – Movable paper feed guide	5
6 – Paper bail and scale	3
7 – Paper rest	4, 5
8 – Line adjusting scale	7
9 – Paper length indicator	6
10 – Paper support	6, 8
11 – Postcard holder	3, 7
12 – Platen	3
13 – Paper guide scale	4
14 – Movable bail roller	3, 7
15 – Plexi-glass postcard holder right	3
16 – Paper release lever	3
17 – Right carriage release	5, 10
18 – Platen thumb wheel right	3, 7
19 – Ribbon adjusting lever	7, 8
20 – Back space key	6
21 – Margin release key	5
22 – Right shift key	5
23 – Space bar	6
24 – Keyboard	12/13
25 – Left shift key	5
26 – Shift lock	5
27 – Tabulator key	9
28 – Setting and release key	9, 10
29 – Carriage lock	3
30 – Platen thumb wheel left	3, 7
31 – Line spacing lever	6
32 – Plexi-glass postcard holder left	3
33 – Left carriage release	5, 10
34 & 35 – Locks on the base of case	2, 8
36 & 37 – Right and left hand margin stops	4

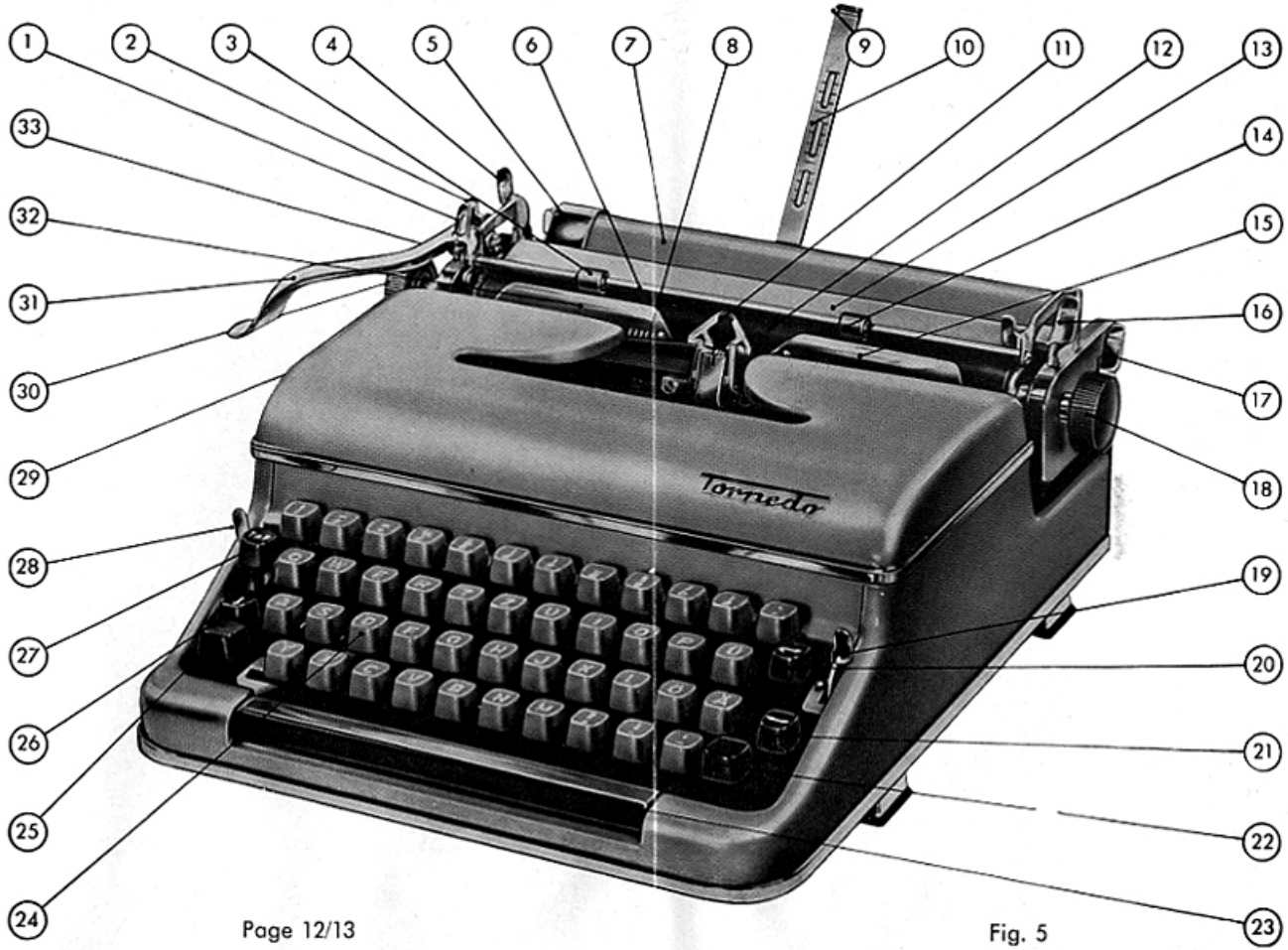


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Fig. 5